

**SECURING MAYOR'S PERMIT TO GROUP ACTIVITIES, ADVERTISEMENT,
PROMOTIONAL ACTIVITIES, HANGING OF STREAMERS, PARADE & MOTORCADE**

ABOUT THE SERVICE:

Any individual/entity who intends to conduct group activities, advertisement, promotional activities, hang streamers, parades and motorcades within the territorial jurisdiction of the City must first secure a Mayor's Permit and pays corresponding dues and fees.

WHO MAY AVAIL OF THE SERVICE:

Any individual/entity who intends to conduct group activities, advertisement, promotional activities, hang streamers, parades and motorcades within the territorial jurisdiction of the City.

WHAT ARE THE REQUIREMENTS:

- ❖ Approved Letter of Request addressed to the City Mayor

FEES/CHARGES:

Based on the City of Batac Local Revenue Code of 2014. Chapter III Permit and Regulatory Fees, Article I. Permit Fee on Parades/Motorcade/Recorda, Section 3I.01, Article Q. Permit Fee for the Conduct of Group Activities, Section 3Q.01, Article R. Permit Fee on the Hanging of Streamers/Tarpaulins, Section 3R.01.

SCHEDULE OF AVAILABILITY OF THE SERVICE:

- ❖ Mondays to Fridays
- ❖ 8:00 AM to 5:00PM (No Noon Break)

HOW TO AVAIL OF THE SERVICE:

STEPS	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSON IN CHARGE/RESPONSIBLE	FEES/CHARGES	FORMS
1	Present the approved letter of request addressed to the City Mayor.	Assesses Payment for the Mayor's Permit and issue	10 min.	ARNILDA B. LACAMBRA	<input type="checkbox"/>	Assessment Form

		Assessment Form and instruct the client to pay the corresponding fees at the City Treasury Office.				
2	Present the Official Receipt and required documents to the Business Permits & Licenses Personnel for the preparation of the Mayor's Permit.	Receives the Official Receipt and prepares the Mayor's Permit needed.	12 min.	ELLA MAY DOLORES M. CASTRO FRANCE MICHELLE P. DACANAY		
		Countersigns the Mayor's Permit.	3 min.	ARNILDA B. LACAMBRA		
3	Receives the Mayor's Permit	Records and issues the Mayor's Permit and instruct the client to coordinate with the concerned office.	5 min.	ELLA MAY DOLORES M. CASTRO FRANCE MICHELLE P. DACANAY		Approved Mayor's Permit
<i>x-x--x-x-x-x- END OF TRANSACTION-x-x-x-x-x-x</i>						